

DD/A Registry

79-3497

DD/A REGISTRY

FILE: 04M-1

7 JUN 1979

MEMORANDUM FOR: Executive Officer to the DDA
ATTENTION: Chief, Regulations Control Division, DDA
FROM: James H. McDonald
Director of Logistics
SUBJECT: Proposed Headquarters Notice - Unauthorized
Use of Portable Fans and Heaters

1. Attached herewith is a proposed Headquarters Notice on the unauthorized use of portable fans and heaters in Agency-occupied buildings.

2. The notice is required in order to inform our employees of the restrictions imposed on the use of fans and heaters, and the Agency's responsibilities to ensure compliance with Federal energy conservation guidelines.

3. Any questions concerning this proposed Headquarters Notice should be directed to [redacted] Plans and Programs Staff [redacted]

/s/ James H. McDonald

James H. McDonald

cc: EO/DDA

Att.

OL 9 3864a

DD/A Registry

79-3497

LOGISTICS

STA

UNAUTHORIZED USE OF PORTABLE FANS AND HEATERS

1. Thermostat settings for public buildings as prescribed in the Department of Energy's Standby Conservation Plan No. 2, Emergency Building Temperature Restrictions, are to be maintained at no lower than 78 degrees Fahrenheit in the summer and no higher than 65 degrees Fahrenheit in the winter. These temperature restrictions are necessary if we are to achieve the energy goals established by the President.

2. The use of supplemental fans and heaters to increase heating and cooling in Agency-occupied buildings may not be used unless specifically warranted and approved. Upon verification that an environmental problem exists, fans and heaters may be utilized, provided written approval is obtained, when the prescribed temperatures cannot be achieved through the central heating, ventilation, and cooling system.

3. Requests for use of fans and heaters in the Headquarters building will be forwarded to the Chief, Headquarters Engineering Branch, RECD/OL, Room 3E24 [REDACTED] Requests for use in other Agency buildings will be directed to the Chief, Field Engineering Branch, RECD/OI [REDACTED]

STA

STA

STA

This Notice Expires 1 December 1980

MANAGEMENT

16 October 1979

STAT

PROCEDURES REQUIRED BY EXECUTIVE ORDER 12036

No Field Counterpart

1. The Director of Central Intelligence has established and the Attorney General has approved most of the procedures required by Executive Order 12036. As soon as possible after approval, they are being printed as appropriate attachments (annexes) [redacted] Restrictions on Intelligence Activities. All Agency employees are expected to be aware of and follow these new procedures as of the dates they are effective.

STAT

2. Those procedures which have been approved and their effective dates are as follows:

<u>E.O. Section</u>	<u>Subject</u>	<u>Effective Date</u>
2-303	Covert Procurement	2 July 1979
2-309(c)	Expert Assistance to Law Enforcement	31 July 1979
2-208	Collection, Storage & Dissemination	10 Sept 1979
2-207	Undisclosed Participation	10 Sept 1979
2-203	Electronic & Mechanical Monitoring	15 Sept 1979
2-204 & 205	Physical Searches	15 Sept 1979
2-206	Physical Surveillance	15 Sept 1979
1-706	Reporting Crimes	15 Sept 1979

It is expected that procedures for the remaining sections (2-202, electronic surveillance; 1-801, foreign intelligence collection in the U.S.; and 1-805, counterintelligence activities in the U.S.) will be approved in the very near future and will become effective shortly thereafter.

3. Procedures for Sections 2-303, 2-309(c), 2-207, and 2-208 of Executive Order 12036 have been published [redacted] and are available for study. The remaining sections are being processed for publication on a priority basis. To assist employees in understanding the new requirements, modifications to related Agency training courses are being planned. Further, supplemental materials are being prepared to explain in detail certain aspects of procedures. With reference to those annexes [redacted] not yet available for use, any employees engaged in these activities and having a question concerning procedures should contact the Office of General Counsel for guidance.

STAT
STAT

STAT

DON I. WORTMAN
Deputy Director
for
Administration

DISTRIBUTION: ALL EMPLOYEES (1-6)